

Exhibit 1A: Equal Employment Opportunity Statements: Recruitment and Publications.

Employment/Recruiting: Publications, Advertisements and Web Sites

Complete Equal Opportunity Statement for printed or electronic publications of *University of Kentucky Human Resources*.

COMPLIANCE WITH REGULATIONS

The University of Kentucky is committed to a policy of providing equal employment opportunities to all candidates regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information or age. The University does not discriminate against any employee or applicant for employment because of Vietnam-era veteran status, disabled veteran status, or physical or mental disability in regard to any position for which the employee or employment applicant otherwise meets minimum qualifications. The University does not discriminate against any employee or applicant for employment because the individual is a smoker or nonsmoker, as long as the person complies with the University policy concerning smoking. Compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title VI of the Civil Rights Act of 1964 is coordinated by the Institutional Equity & Equal Opportunity Office, 13 Main Building, University of Kentucky, Lexington, KY 40506-0032, (859) 257-8927.

Efforts to comply with the laws and regulations applicable to people with disabilities are also coordinated by the Institutional Equity & Equal Opportunity Office, as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The written University of Kentucky Affirmative Action Plan (AAP), in accordance with Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and The Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRRA), may be viewed in the Institutional Equity & Equal Opportunity Office. The AAP is available from 9 a.m. until noon and from 1 p.m. until 4 p.m. Monday through Friday when the University of Kentucky is officially in session.

EO statements for printed or electronic *publications regarding employment*, i.e. booklets, large brochures, newsletters, most advertisements, etc. (choose one)

- The University of Kentucky is committed to a policy of providing employment opportunities to all qualified people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.
- The University of Kentucky is an equal opportunity university. We encourage applications from women, minorities, and all interested and qualified people.

EO statement for small printed or electronic *publications regarding employment* when space is very limited, i.e. stationery, small advertisements, one-page brochures, fliers, etc.

An Equal Opportunity University

Una Universidad de Oportunidad Igual (Spanish translation: Use when applicable or when rest of publication is in Spanish.)

The following statement can be added to any of those above.

To request reasonable accommodation during the employment process, contact Human Resources (859) 257-9555.

Student/Recruiting: Publications, Advertisements and Web Sites

Complete Equal Opportunity Statement for printed or electronic publications of the *University of Kentucky Bulletin*.

COMPLIANCE WITH REGULATIONS

The University of Kentucky is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. Compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title VI of the Civil Rights Act of 1964 is coordinated by the Equal Opportunity Office, 13 Main Building, University of Kentucky, Lexington, KY 40506-0032, (859) 257-8927.

Efforts to comply with the laws and regulations applicable to people with disabilities are also coordinated by the Equal Opportunity Office, as required by Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Questions concerning compliance with regulations may be directed to UK's Institutional Equity & Equal Opportunity Office, or to the Director of the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

EO statement for large printed or electronic *publications regarding student recruitment* or UK academic programs, i.e. booklets, large brochures, etc. (choose one)

- The University of Kentucky is committed to a policy of providing educational opportunities to all academically qualified students regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.
- The University of Kentucky is an equal opportunity university. We encourage applications from all academically qualified people interested in educational opportunities.

One of the following options may be added to either of the EO statements above in printed or electronic publications that focus on student recruitment.

- Qualified students with disabilities should contact the associate dean and director of the Disability Resource Center at (859) 257-2754 to request reasonable accommodation.
- Qualified students with disabilities should contact the Disability Resource Center at (859) 257-2754.

EO statement for use in printed or electronic publications of *course syllabi, course announcements, class schedules, etc.*

Any student with a disability who is taking this course (or these courses) and needs an accommodation to complete the course requirements should contact the associate dean and director of the Disability Resource Center at (859) 257-2754.

EO statement for small printed or electronic *publications regarding students or student recruitment* when space is limited, i.e. stationery, advertisements, one-page brochures, fliers, etc.

An Equal Opportunity University

Una Universidad de Oportunidad Igual (Spanish translation: Use when applicable or when rest of publication is in Spanish.)

Programs/Events/Services: Publications, Advertisements and Web Sites

EO statement for large printed or electronic publications regarding *UK programs, events or services*, i.e. booklets, large brochures, newsletters, etc.

The University of Kentucky is committed to equal opportunity and nondiscrimination in all programs, events and services, regardless of economic or social status and does not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

One of the following options may be added to the EO statement above in printed or electronic publications that invite the public to attend an event on campus, including applications and program announcements, i.e. camps, recitals, training announcements, etc. They are usually accompanied by universal accessibility symbols (see downloadable symbols below). Call the Equal Opportunity Office if assistance is required to accommodate individuals with disabilities.

- The University of Kentucky provides reasonable accommodation with adequate notice. Please contact (add name and number) at least (insert number) days prior to the program date in order that adequate arrangements are made. (Complete the information in parenthesis as it applies to your activity.)
- The University of Kentucky provides reasonable accommodation with adequate notice. Please detail any request for reasonable accommodation on the application and submit by the stated due date.
- The University of Kentucky provides reasonable accommodation upon request. (This statement may appear with the universal symbols for accessibility and hearing amplification systems, i.e. for events in the UK Singletary Center for the Arts.)



EO statement for *small publications regarding programs, events or services* when space is limited, i.e. stationery, advertisements, one-page brochures, fliers, etc.

An Equal Opportunity University

Una Universidad de Oportunidad Igual (Spanish translation: Use when applicable or when rest of publication is in Spanish.)

College of Agriculture: Kentucky Cooperative Extension

All Extension materials intended for public distribution must include the following statement:

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

Letterhead, enclosure slips, and newsletters must also include the following "cooperating" statement:

UNIVERSITY OF KENTUCKY, KENTUCKY STATE UNIVERSITY, U.S. DEPARTMENT OF AGRICULTURE, AND KENTUCKY COUNTIES, COOPERATING

Mixed audiences: neutral policy statement

All material intended for distribution must include either the first paragraph, in publications where space is an issue, or the entire following statement:

The University of Kentucky is committed to a policy of providing opportunities to people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

The University of Kentucky is an equal opportunity university. Questions concerning compliance with regulations may be directed to the Institutional Equity & Equal Opportunity Office, 13 Main Building, University of Kentucky, Lexington, KY 40506-0032, (859) 257-8927 or at <http://www.uky.edu/evpfa/eo>.

EO statement for small publications when space is limited.

An Equal Opportunity University

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All electronic communication should link to <http://www.uky.edu/Home/Web/eo/>.

Exhibit 1B: UK Statement on Diversity and Inclusion

5. STRATEGIC OBJECTIVE: DIVERSITY AND INCLUSIVITY

Enhance the diversity and inclusivity of our University community through recruitment and retention of an increasingly diverse population of faculty, administrators, staff, and students, and by implementing initiatives that provide rich diversity-related experiences for all to help ensure their success in an interconnected world.

We will achieve this objective by working collaboratively to create an environment where all of our students, faculty, and staff live or work in an environment of openness and acceptance, and in which people of all backgrounds, identities, and perspectives can feel secure and welcome.

We are committed to providing an enriching UK experience for *all* students, faculty, and staff by actively exploring and adopting new initiatives that will expand both the diversity and inclusivity of our campus community.

Strategic Initiatives and Action Steps

Strategic Initiative 1: Foster a diverse community of engaged students.

Action Step 1: Recruit, retain, and graduate an increasingly diverse student population, and create an inclusive environment that supports these objectives.

Action Step 2: Implement formal and informal curricular and co-curricular programs that promote discussions and activities about diversity and inclusivity, thus empowering all our students.

Action Step 3: Integrate cross-unit services to support, retain, and promote degree completion for students from diverse backgrounds.

Action Step 4: Implement an equity dashboard at UK to help campus leaders encourage and monitor diversity and inclusion progress.

Strategic Initiative 2: Improve Workforce Diversity and Inclusion.

Action Step 1: Provide formal inclusiveness and diversity professional development for all faculty, staff, managers, and supervisors, including training on explicit (conscious) and implicit (unconscious) bias and training on how to structurally create inclusive working and learning environments.

Action Step 2: Increase diversity in number, proportion and retention in all workforce position categories including faculty, where representation is less than proportionate, to create a more inclusive work environment.

Strategic initiative 3: Engage diverse worldviews and perspectives by increasing awareness of diversity and by communications across campus that address these issues.

Action Step 1: Increase the number of campus/community engagement and service activities that involve our community partners to strengthen cultural awareness and competence.

Action Step 2: Ensure that faculty, staff, and students attend to multiple methods of communication (e.g., languages other than English, sign language) in interacting with campus/community partners.

Action Step 3: Promote global opportunities and ensure strong support systems for students, faculty, and staff studying and serving outside their home countries.

Action Step 4: Increase student opportunities to explore international perspectives across the curriculum and the co-curriculum.

Action Step 5: Promote sustainability of diversity and inclusivity efforts through aligning and integrating diversity and inclusion education, training, and communication with the Office for Institutional Diversity, to track initiatives and outcomes.

Metrics

Metric	Definition	Baseline	2020 Target
Enrollment percentage of under-represented undergraduate and graduate students	Undergraduates	11.6%	12.9%
	Graduates	7.2%	11.8%
Graduation rate for under-represented students	Undergraduates (6-year cohort)	45.2%	60.2%
	Master's (3-year cohort)	71.0%	76.0%
	Doctoral (7-year cohort)	48.0%	53.0%
Faculty	Females	37.1%	48.2%
	African American/Black	3.4%	6.9%
	Hispanic/Latino	2.8%	4.2%
Executive, Administrative, and Managerial	Female	48.9%	50.0%
	African American/Black	3.5%	7.9%
Professional	Hispanic/Latino	0.5%	6.1%
	African American/Black	4.3%	5.1%
	Hispanic/Latino	1.1%	1.5%

Exhibit 1C: UK HR Policy on Equal Opportunity, Discrimination, and Harassment

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/ General (/hr/policies/general) / Equal Opportunity, Discrimination, and Harassment

Policy # 2.0: Equal Opportunity, Discrimination, and Harassment

Revision date:

June 11, 2015

Purpose

All employment decisions shall be made uniformly on the basis of merit.

Equal opportunities shall be provided for all persons throughout the University in recruitment, appointment, promotion, payment, training, and other employment practices and any employee or applicant for employment shall not be discriminated against on the basis of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking. (see also *Governing Regulation XIV.B.1, Nondiscrimination Policy* (<http://www.uky.edu/regs/files/gr/gr14.pdf>))

Policy

1. The University, in its efforts to foster an environment of respect for the dignity and worth of all members of the University community, is committed to maintaining an environment free of prohibited discrimination, which includes sexual and other forms of harassment. Discrimination and harassment are prohibited between members of the University community and shall not be tolerated.

2. Definitions

For purposes of this policy the following definitions shall apply:

- a. "Discrimination": Discrimination is an action or behavior that results in negative or different treatment of an individual based upon race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, age, uniform service, veteran status, or physical or mental disability. Discrimination is also prohibited in employment matters based on whether an individual is a smoker or nonsmoker, as long as the person complies with any workplace policy concerning smoking.
- b. "Harassment" - Harassment, a form of discrimination, is unwelcome conduct that is based on the statuses listed in the Purpose section above. Harassment becomes a violation of University policy when:
 1. the offensive conduct explicitly or implicitly becomes a term or condition of employment or

- participation in a University course, program, or activity; or
- 2. the conduct is sufficiently severe, pervasive, or persistent to interfere with an individual's work, academic or program participation, or creates an environment that a reasonable person would consider intimidating, hostile, or offensive.
- c. "Sexual harassment" -Sexual harassment, a form of sex discrimination, may or may not take place in situations of a power differential between the individuals involved. Sexual harassment includes unwelcome* sexual advances, requests for sexual favors, or other verbal or physical behavior of a sexual nature and becomes a violation of University policy when:
 - 1. the offensive conduct explicitly or implicitly becomes a term or condition of employment or participation in a University course, program, or activity; or
 - 2. the conduct is sufficiently severe, pervasive, or persistent to interfere with an individual's work, academic or program participation, or creates an environment that a reasonable person would consider intimidating, hostile, or offensive.

Note: *Conduct of an amorous or sexual nature occurring in an apparently welcome relationship may be unwelcome due to the existence of a power difference which restricts a subordinate's freedom to participate willingly in the relationship.

If one of the parties in an apparently welcome amorous or sexual relationship has the responsibility for evaluating the performance of the other person, the relationship must be reported to the dean, department chair or supervisor so that suitable arrangements can be made for an objective evaluation of the student or employee. (Governing Regulation I.D Diversity (<http://www.uky.edu/regs/files/gr/gr1.pdf>))
- d. "Retaliation": Retaliation occurs when an employer takes an adverse action against a covered individual because he or she engaged in a protected activity, i.e. reporting discrimination or participating in an investigation of a discrimination report.
- e. "Members of the University community": Members of the University community are its faculty, staff, students, and volunteers, as well as customers and visitors of the University.

3. Prohibited Acts and Sanctions

- a. Every member of the University community is prohibited from:
 - 1. Engaging in discrimination;
 - 2. Retaliating in any manner against any individual who reports discrimination or who participates in an investigation of a discrimination report; and,
 - 3. Making an intentionally false accusation of discrimination through the University's procedures.
- b. Any member of the University community who engages in a prohibited act against any other member of the University community shall be subject to disciplinary action and appropriate sanctions up to and including termination or expulsion. If an individual has more than one role or status at the University, e.g. an employee also enrolled as a student, the individual's status at the time the alleged incident occurred and the capacity in which the incident occurred is used to determine the appropriate sanctions.

4. Examples of Harassment

- a. Sexual Harassment: Conduct prohibited under this policy may include, but is not limited to the following: sexual or physical assault; unwelcome physical contact such as touching; direct solicitation of sexual activity; sex-related behavior accompanied by promise of reward or threat of punishment; conduct which interferes with participation in or benefit from work or academic performance; unwelcome sexual remarks about a person's clothing or body; offensive sexual questions, jokes, anecdotes and stories; display of sexually offensive posters, pictures, words or messages; introduction of sexually explicit materials into the classroom or into the workplace without an educational or work-related purpose.
- b. Other Forms of Harassment: Conduct prohibited under this policy may include, but is not limited to the

following: offensive jokes, slurs, epithets or name calling; physical assaults or threats; intimidation, ridicule or mockery; or insults; offensive objects or pictures; and any other conduct that interferes with or limits the ability to participate in or benefit from services or privileges provided by the University.

Process

1. The Office of Institutional Equity and Equal Opportunity is the University office charged with handling reports of discrimination and for developing procedures for the investigation and resolution of reports.
2. Members of the University community are encouraged to contact the Office of Institutional Equity and Equal Opportunity for additional information regarding the investigation and resolution procedures or to report discrimination, harassment, or retaliation. There may be findings of retaliation, even in the absence of discrimination or harassment findings. Reports should be made as soon as possible after the alleged incident to facilitate the most effective investigation and resolution.
3. A report of discrimination may also be initiated by contacting any dean, director, faculty member, department head, manager, supervisor, faculty member, or other individual with administrative responsibility. Any such individual who receives a report of discrimination shall contact the Office of Institutional Equity and Equal Opportunity as soon as possible after receiving the report.
4. In determining whether conduct constitutes discrimination or harassment, University officials shall look at the record as a whole and at the totality of the circumstances, such as the nature of the behavior and the context in which the incident(s) occurred. A determination is made from the facts on a case-by-case basis.

Related Policies

AR 6.1 Policy on Discrimination and Harassment (<http://www.uky.edu/Regs/files/ar/ar6-1.pdf>)

GR I.D Diversity (<http://www.uky.edu/regs/files/gr/gr1.pdf>)

GR X.A.1 Merit as the Basis for Appointment (<http://www.uky.edu/regs/files/gr/gr10.pdf>)

GR XIV.B.1 Nondiscrimination Policy (<http://www.uky.edu/regs/files/gr/gr14.pdf>)

Related policies

Archived versions of this policy

Previous version: revised 08-12-2008 (</hr/policies/archive/equal-opportunity-discrimination-and-harassment/revised-08-12-2008>)

Previous version: revised 01-23-2008 (</hr/policies/archive/equal-opportunity-discrimination-and-harassment/revised-01-23-2008>)

Previous version: revised 07-06-2007 (</hr/policies/archive/equal-opportunity/revised-07-06-2007>)

Previous version: revised 04-01-2006 (</hr/policies/archive/equal-opportunity/revised-04-01-2006>)

Previous version: revised 07-11-2002 (</hr/policies/archive/equal-opportunity/revised-07-11-2002>)

Previous version: revised 02-01-1996 (</hr/policies/archive/equal-opportunity/revised-02-01-1996>)

Policies in the 'General' Section

[HR P&P #1.0 Introduction \(/hr/policies/introduction\)](/hr/policies/introduction)

[HR P&P #2.0 Equal Opportunity, Discrimination, and Harassment \(/hr/policies/equal-opportunity-discrimination-and-harassment\)](/hr/policies/equal-opportunity-discrimination-and-harassment)

[HR P&P #3.0 Policy Interpretation, Appeal, and Revision \(/hr/policies/policy-interpretation-appeal-and-revision\)](/hr/policies/policy-interpretation-appeal-and-revision)

[HR P&P #4.0 Employee Status \(/hr/policies/employee-status\)](/hr/policies/employee-status)

[HR P&P #5.0 Staff Position Categories \(/hr/policies/staff-position-categories\)](/hr/policies/staff-position-categories)

[HR P&P #6.0 Staff Employee Files \(/hr/policies/staff-employee-files\)](/hr/policies/staff-employee-files)

[HR P&P #7.0 Grievances \(/hr/policies/grievances\)](/hr/policies/grievances)

[HR P&P #8.0 Staff Orientation \(/hr/policies/staff-orientation\)](/hr/policies/staff-orientation)

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University of Kentucky Office of Human Resources

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(<http://www.uky.edu>) © University of Kentucky | Lexington, Kentucky 40506 | (859) 257-9000 | An Equal Opportunity University | Mission Statement (http://www.uky.edu/Provost/strategic_planning/mission.htm) | Logout (<https://www.uky.edu/hr/user/logout>)

Exhibit 1D: UK HR Staff Employment: Policy and Process

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/ [Employment \(/hr/policies/employment\)](#) / [Staff Employment](#)

Policy # 10.0: Staff Employment

Revision date:

April 30, 2010

Purpose

The University strives to recruit and select the best qualified candidates to support the University's vision and mission.

This commitment provides for equal opportunity in recruitment, appointment, promotion, payment, training, and other personnel practices without regard to race, ethnic origin, sex, sexual orientation, color, creed religion, age (41 and above), political belief or national origin. The University does not discriminate against any employee or applicant for employment because of Vietnam-era veteran status, disabled veteran status or physical or mental disability in regard to any position for which the staff employee or employment applicant otherwise meets the minimum qualifications. The University does not discriminate against any employee or applicant for employment because the individual is a smoker or nonsmoker, as long as the person complies with the University policy concerning smoking.

Policy

Non-faculty employees may be appointed by the President, the Provost, or by the appropriate hiring process coordinator.

1.

The Provost or the appropriate Executive Vice President is responsible for the recruitment and selection of staff personnel within their area. They may delegate selection to an appropriate hiring official.

2.
Human Resources provides administrative support for the staff recruitment function (including teaching staff, to departments, unless the Executive Vice President for Finance and Administration delegates this function to a unit. In units with delegated responsibilities for recruiting, a designated hiring process coordinator shall maintain a file copy of advertisement(s), applications, interview contacts, salary determinations, job offers and affirmative action tracking.
3.
All appointments to grade levels 47 – 49 on campus, grade levels 12 – 13 in the Hospitals, and certain designated grade levels 00 shall be reported to the Board of Trustees. Additionally, all positions which report directly to the President or are at level 50 or above on campus and grade level 14 or above in the Hospitals shall be appointed by the Board of Trustees, acting upon recommendation of the President. These appointments are also reported to the Board of Trustees on a regular basis.
4.
An employee is eligible for reasonable time off with pay for seeking a transfer within the University.
5.
To be eligible for transfer, an employee must have a full-time equivalency (FTE) of 0.5 or greater, have successfully completed new hire or transfer orientation and have been in his/her position for at least six months with a satisfactory work record.
 - a.
Under unusual circumstances the six months may be waived by the Human Resources Office of Employee Relations.
 - b.
The six months transfer policy is applicable to an employee terminating and being rehired for the purpose of circumventing this policy.
6.
The Immigration Reform and Control Act of 1986 requires employers to verify that each person is hired authorized to work in the United States. Employees hired since November 7, 1986 are affected by the law. It is the University's responsibility to ensure that the identity and the employment eligibility of all persons employed by the University have been reviewed and they are eligible for employment (see section 9 of this policy).
7.
Federal Executive Order 12989 requires employers who receive federal contracts to verify current and newly hired employees working on federal contracts containing the E-Verify clause through the E-Verify system. This verification will be completed in addition to the form I-9.

Process

1.
Employment Requisition
 - a.
The requisition(s) shall be completed electronically in the Online Employment System (OES) when a staff position is to be filled.
 - b.

Employment requisitions shall be submitted to the Human Resources Office of Employment (Employment Office) through OES.

- c.
The requisition will be processed for posting and assigned to an employment specialist.
- d.
The employment specialist shall initiate contact with the hiring process coordinator.

2.

Recruitment Action Plan

- a.
The employment specialist shall collaborate with the hiring process coordinator to develop the Recruitment Action Plan, including but not limited to advertising, search methods, and screening. During the development of a Recruitment Action Plan, the University's Business Plan, Affirmative Action Plan, and state and federal requirements shall be considered.

3.

Online Employment System (OES)

- a.
The Employment Office shall be responsible for posting notices of job vacancies in accordance with the employment requisition. The notices of job vacancies shall be posted on the OES.
- b.
After a posting period of a minimum of seven calendar days, an employment specialist may begin developing a referral pool of applications and attached resumes (if any) through the OES.

4.

Advertising

- a.
As appropriate, advertising shall be coordinated by the Employment Office. Advertisements shall be in a standardized format and shall comply with state and federal laws and regulations. Advertisements shall contain an equal opportunity statement. The following statement is recommended: "The University of Kentucky is an equal opportunity employer and encourages applications from minorities and women."
- b.
After the expiration of the advertised deadline, a referral pool of applications and attached resumes (if any) shall be compiled and sent by the employment specialist to the hiring process coordinator through the OES.

5.

Application Status

- a.
Persons seeking a staff position shall have a current application on the OES in order to apply for any staff position.

6.

Applicant- An applicant is an individual who

- a.
Submits an application through the OES,

b.

Is eligible for employment at the University of Kentucky,

c.

Meets the requirements of education and experience for the position, and

d.

Confirms an interest in the specific position within the posting period on the OES.

7.

Representative Pool

a.

The Employment Office shall determine if there is a representative pool of applicants.

b.

The pool shall be in accordance with equal opportunity and the University's Affirmative Action Plan.

8.

Screening and Referral of Applicants

a.

The Employment Office shall screen applicants based on the Recruitment Action Plan and refer

b.

individuals who meet or exceed the minimum requirements for the position and any additional screening criteria set by the hiring official to the hiring process coordinator.

c.

Hiring process coordinators shall indicate an interview status and shall select a reason ("Not Interviewed/Not Hired" or "Interviewed/Not Hired") in the OES for not hiring each applicant.

9.

Recommendation

a.

The appointment shall be made upon the recommendation of the appropriate hiring process coordinator(s).

10.

Appointment

a.

Official notice of appointment for a staff position shall be made by the Employment Office.

11.

Employment Eligibility Verification Form (I-9 Form)

a.

Procedure: The University requires all new hires to complete an I-9 form on or before the first day of employment. Timely completion on an I-9 form is a condition of employment. Non-US citizens are required to maintain a valid work authorization and provide updates in a timely manner. Failure to comply with these procedures will result in immediate termination of employment.

b.

Verification: The hiring department is responsible for informing all employees that they will not be permitted to work or be placed on payroll until an I-9 form has been completed. A Human Resources other designated representative will be responsible for ensuring the documentation is proper and authentic and the I-9 form is completely accurate.

12.

E-Verify Verification

a.

Procedure: The University is required to complete an E-Verify screening within 30 days of a current employee's assignment date to a federal contract containing the E-Verify clause or within 3 days of a new hire's start date. This verification requirement is in addition to the I-9 form.

b.

Verification: The department receiving funding from a federal contract containing the E-Verify clause is responsible for informing current employees and new hires when an E-Verify screening needs to be completed. A designated Human Resources representative will be responsible for completing the E-Verify screening. Additional information on E-Verify may be found at <http://www.uky.edu/hr/employment/hiring-officials/e-verify-process> (<http://www.uky.edu/hr/employment/hiring-officials/e-verify-process>)

The hiring department should instruct new employees to bring proper documentation when they report to complete the I-9 form. A list of approved documentation is detailed on the back of the I-9 form and can also be found at [/hr/employment/new-employees/i-9-form-documentation-requirements](http://www.uky.edu/hr/employment/new-employees/i-9-form-documentation-requirements) ([/hr/employment/new-employees/i-9-form-documentation-requirements](http://www.uky.edu/hr/employment/new-employees/i-9-form-documentation-requirements)). Upon completion of all sections of the I-9, Human Resources or the designated representative shall give the employee the I-9 form and instruct the employee to return it to the hiring department along with attached documentation, if required. Upon receipt, the hiring department submits the I-9 form with the Payroll Authorization Record (PAR) to Compensation.

No employee will be permitted to work or receive a University paycheck unless a current, valid I-9 form has been completed in the presence of and with a Human Resources or other designated representative.

In the case of re-employment, the following conditions apply: If a US citizen is rehired at the University within one year of termination, the I-9 form on record remains valid. If it has been over one year since an employee was separated from the University, a new I-9 form must be completed for the former employee. A non-US citizen must complete an I-9 form every time the non-US citizen is reemployed at the University since his/her visa may have expired or the type of visa may have changed.

Employees hired prior to November 7, 1986 were not required to complete an I-9 form. However, if such an employee separates and returns to the University as a new hire, including retirees who return either through Human Resources Temporary Employment or a post-retirement assignment, an I-9 form must be completed for the employee.

Related policies

Previous version: revised 04-01-2006 (</hr/policies/archive/staff-employment/revised-04-01-2006>)

Previous version: revised 05-22-2003 (</hr/policies/archive/staff-employment/revised-05-22-2003>)

Previous version: revised 01-19-1999 (</hr/policies/archive/staff-employment/revised-01-19-1999>)

Policies in the 'Employment' Section

HR P&P #10.0 Staff Employment (</hr/policies/staff-employment>)

HR P&P #11.0 Pre-employment Screening (</hr/policies/pre-employment-screening>)

HR P&P #12.0 Separation from Employment (</hr/policies/separation-from-employment>)

HR P&P #13.0 Drug Abuse (</hr/policies/drug-abuse>)

HR P&P #14.0 Alcohol Abuse (</hr/policies/alcohol-abuse>)

HR P&P #15.0 Reinstatement (</hr/policies/reinstatement>)

HR P&P #16.0 Employment of Minors (</hr/policies/employment-minors>)

HR P&P #17.0 HR Temporary and Student Employment Services (</hr/policies/hr-temporary-and-student-employment-services>)

HR P&P #18.0 Outside Employment (</hr/policies/outside-employment>)

HR P&P #19.0 Nepotism (</hr/policies/nepotism>)

HR P&P #21.0 Omnibus Transportation Act Employee Alcohol and Controlled Substance Testing (</hr/policies/omnibus-transportation-act-employee-alcohol-and-controlled-substance-testing>)

« back to all Policies (</hr/policies>)

University of Kentucky Office of Human Resources

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Exhibit 1E: UK HR Department Home Page and Contact Information

(/hr)

[Home \(/hr/\)](#) / [HR Home \(/hr/hr-home\)](#) / [Contact HR](#)

Contact HR

Human Resources

110 Scovell Hall

Lexington, KY 40506-0064

Phone: (859) 257-9555

Fax: (859) 323-8512

E-mail: humanresources@email.uky.edu (<mailto:humanresources@email.uky.edu>)

Feedback form (<http://www.uky.edu/hr-apps/forms/contact-hr>)

Kim Wilson, Vice President and Chief Human Resources Officer: 859-257-4751

Catie Lasley, Executive Director: (859) 257-9186

View the full HR Administration staff directory » (<http://www.uky.edu/hr/hr-home/human-resources-administration-contacts>)

Benefits

115 Scovell Hall

Lexington, KY 40506-0064

Phone: (859) 257-9519, option 3

Toll Free: (800) 999-2183

Fax: (859) 323-1095

E-mail: benefits@email.uky.edu (<mailto:benefits@email.uky.edu>)

Richard Amos, Chief Benefits Officer: (859) 257-9185

View the full Benefits staff directory » (</hr/benefits/contact>)

Business Partners

Senior Business Partners

Jennifer Campbell, HR Business Partner Senior, Hospitals: (859) 257-1738

Jeff Sullivan, HR Business Partner Senior, College of Medicine and Ambulatory Services: (859) 323-1601

Bill Verble, HR Business Partner Senior, Provost area: (859) 218-5427

Kim Warner, HR Business Partner Senior, EVPHA area: (859) 323-6433

View a complete list of HR Business Partners (</hr/hr-home/hr-business-partners>)

Compensation

21 Scovell Hall

Lexington, KY 40506-0064

Phone: (859) 257-9555, option 6

Fax: (859) 323-1903

E-mail: g.biasioli@uky.edu (<mailto:g.biasioli@uky.edu>)

Deborah Carwile, HR Director/Compensation: (859) 257-8972

View the full Compensation staff directory » (</hr/compensation/contact-compensation>)

Employee Records

21 Scovell Hall

Lexington, KY 40506-0064

Phone: (859) 257-9555, option 6

Fax: (859) 323-1903

E-mail : janetta.crouch@uky.edu (<mailto:janetta.crouch@uky.edu>)

Deborah Carwile, HR Director/Compensation: (859) 257-8972

View the full Employee Records staff directory » (</hr/records/contact>)

Employee Relations

213 Scovell Hall

Lexington, KY 40506-0064

Phone: (859) 257-9555, option 7

Fax: (859) 257-2493

E-mail : er@email.uky.edu (<mailto:%20er@email.uky.edu>)

Sherri Murphy Goins, Employee Relations Supervisor: (859) 257-9187

View the full Employee Relations staff directory » (</hr/employee-relations/about-contact>)

Employment

112 Scovell Hall

Lexington, KY 40506-0064

Phone: (859) 257-9555, option 2

Fax: (859) 257-6867

E-mail: ukjobs@email.uky.edu (<mailto:ukjobs@email.uky.edu>)

Sarah Bowes, HR Director/Employment: (859) 257-9184

View the full Employment staff directory » (</hr/node/594>)

Health & Wellness

170 Lancaster Aquatics Center

Lexington, KY 40506-0212

Phone: (859) 257-WELL (9355)

E-mail: HealthandWellness@email.uky.edu (mailto: HealthandWellness@email.uky.edu)

Jody Ensman, Program Manager: (859) 257-9355

[View the full Health & Wellness directory » \(/hr/wellness/contact\)](#)

Training & Development

123 Scovell Hall

Lexington, KY 40506-0064

Phone: (859) 257-9623

Fax: (859) 323-4815

E-mail: train@email.uky.edu (mailto: train@email.uky.edu)

Patrice Carroll, HR Director/Training & Development: (859) 257-9188

[Click here to see Training and Development staff directory » \(/hr/training/contact\)](#)

Work-Life

106 Scovell Hall

Lexington, KY 40506-0064

Phone: (859) 257-1003

Erika Chambers, Director: (859) 257-1003

[Click here to view the Work-Life staff directory \(/hr/work-life/contact-work-life\) »](#)

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Exhibit 1F: WUKY Statement on Diversity and EEO (from station website)



WUKY General Information

WUKY's Governing Board, click here (<http://www.uky.edu/Trustees/members/>).

WUKY Staff List and Contact Information, click here (<http://wuky.org/contact>).

WUKY Open Meeting Policy:

It is WUKY's policy to fully comply with the requirements of the Public Broadcasting Act of 1934 that meetings of its governing board be open to the public. WUKY's governing board is the Board of Trustees of the University of Kentucky. The primary purpose of the Board of Trustees is the operation of the university as a whole. As such, most of the Board's regular meetings are not subject to the open meetings provisions of the Act. When open meetings as defined by the Act are scheduled, the dates, times, and locations of those meetings will be published here.

WUKY's Financial Statement:

WUKY Audited Financial Statements Fiscal YR 2015-2016 (http://mediad.publicbroadcasting.net/p/wuky/files/201703/wuky_2016_audited_financial_statements_1.pdf)

AFR Fiscal YR 2015-2016 (http://mediad.publicbroadcasting.net/p/wuky/files/201703/wuky_2016_afr_0.pdf)

WUKY Diversity Statement:

Diversity and inclusion are integral to the strategic plans of both WUKY and our licensee, the University of Kentucky. We believe diversity should be reflected in both staffing and programming. Moreover we take a long-range view. The demographics of our country and region are changing dramatically. We must anticipate that change and stay ahead of the curve. Where will the next generation of WUKY staff and programs come from? How will we ensure WUKY will reflect the diversity of our community in ten or even twenty years? Thus, in addition to addressing diversity in new staff hires or programming choices made today, we are training a diverse crew of interns, reaching out to area high schools, and providing technical, programming & editorial support Lexington's two LPFM stations.

WUKY has eleven full-time and eight part-time staff members. It is always difficult with a small staff to perfectly mirror a vibrant community of over 300,000 people, particularly at a station that has historically low turnover rates. Indeed there have been no full-time job openings at the station for over two years. Despite this, WUKY's staff generally reflects our community in terms of race, ethnicity, economic status, geography, gender, age, and other diversity criteria. Women comprise over one-third of full-time staff, and we have one African-American staff member (part-time).

WUKY understands the importance of programming that reflects diverse voices and issues affecting minorities in our community. Thus WUKY News provided in-depth coverage of the fallout from the Supreme Court's historic ruling on same sex marriage and the continued defiance of Rowan County Clerk Kim Davis, who, citing religious freedom refused to issue marriage licenses to same sex couples. One WUKY Facebook post on the topic of same-sex marriage reached over 18,000 people, more than six times the number of WUKY Facebook fans. It was our widely read social media post up to that time.

WUKY also provided extensive coverage of the renewed debate over the placement of Confederate monuments across Kentucky in light of the tragic mass shooting at an historically black church in South Carolina. In addition we co-sponsored a public forum on the topic at Lexington's Carnegie Center. As a result of these activities, Lexington Mayor Jim Gray directed the Urban County Arts Review Board to review the city's policy on monument placement.

WUKY helped train and assist a team of Dunbar High School students to produce a podcast series devoted to teens, alcohol and drunk driving which subsequently won a national award. We plan to work with them again in 2016-17 on a podcast examining Dunbar's international students and the stories of their transition to America and our community. We continued to broadcast Key Conversations Radio, a weekly one hour program devoted to minority issues. WUKY also sponsored a wide array of diverse community events from the Pride Festival to the Lex-Latino Film Festival to the Women Writers Conference.

Our efforts to measure the impact of our programming on diverse audiences continues to be hampered by the lack of reliable ethnicity data from Nielsen and Media Audit.

WUKY's diversity program and FCC EEO compliance are reviewed annually by the Sanchez Law Firm and UK officials.

(updated August 2, 2016)